



## CITY OF GREENSBORO PLANNING DEPARTMENT



### DELIVERY OF ACTUAL NOTICE OF THE PROPOSED AMENDMENT AND A COPY OF THE NOTICE OF PUBLIC HEARING. (AFFIDAVIT OF COMPLIANCE)

Pursuant to Section 2. G.S. 160a-384 as amended, whenever an application is filed to request a zoning map amendment (*except for a city-initiated zoning map amendment*) and that application is not made by the **Owner** of the parcel of land to which the amendment would apply, the **applicant** shall certify to the City Council/Zoning Commission that the Owner of the parcel of land as shown on the **County tax listing** has received **actual notice of the proposed amendment** and a **copy of the notice of public hearing**. The person or persons required to provide notice shall certify to the City Council that proper notice has been provided in fact.

You may achieve actual notice of the proposed amendment by delivering a copy of the application for zoning map amendment and a copy of the notice of public hearing by any manner permitted under G.S. 1A-1, Rule 4(j) of the North Carolina Rules of Civil Procedure. If notice cannot with due diligence be achieved by personal delivery, registered or certified mail, or by a designated delivery service authorized pursuant to 26 U.S.C. § 7502(f)(2), notice may be given by publication consistent with G.S. 1A-1, Rule 4(j1).

Once you have achieved service on every Owner of the property, you must submit a completed Affidavit of Compliance provided with these Instructions. You must comply with this requirement, and it cannot be waived by the City of Greensboro. **You must also include with the Affidavit the original return receipt(s) if delivery is made by mail, or other proof(s) of delivery confirmation by designated delivery service.**

If you are delivering notice to a business entity, you must also submit proof that the person(s) who received the notice you delivered are in fact a proper representative authorized to receive notice as provided in G.S. 1A-1, Rule 4(j).

As an alternative to delivering actual notice, you may instead obtain and submit a completed Owner's Affidavit from **each** Owner of the property. A copy of an Owner's Affidavit is also attached to these Instructions.

### **INSTRUCTIONS TO APPLICANTS:**

- FILL IN ALL THE BLANK SPACES BELOW, SIGN YOUR NAME AND HAVE YOUR SIGNATURE NOTARIZED.
- RETURN THE APPLICABLE AFFIDAVIT(S) TO THE PLANNING DEPARTMENT NOT LESS THAN **3 CALENDAR DAYS PRIOR TO THE DATE OF PUBLIC HEARING**



**CITY OF GREENSBORO  
PLANNING DEPARTMENT**



**AFFIDAVIT OF COMPLIANCE**

I, THE UNDERSIGNED APPLICANT/AGENT, DO HEREBY AFFIRM THAT A COPY OF THE APPLICATION ZONING MAP AMENDMENT AND A COPY OF THE NOTICE OF PUBLIC HEARING FOR ZONING CASE # Z - \_\_\_\_ - \_\_\_\_ - \_\_\_\_ , SCHEDULED FOR A PUBLIC HEARING ON \_\_\_\_\_ (Date) HAS BEEN DELIVERED TO THE OWNER(S) OF THE PROPERTY(S) SUBJECT TO ZONING MAP AMENDMENT BY THE METHOD(S) STATED, BOTH AS LISTED ON AFFIDAVIT OF COMPLIANCE EXHIBIT "A" ATTACHED TO THIS AFFIDAVIT.

PRINT NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY, STATE, ZIP CODE \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_

**NOTE: Failure to comply may result in the need to reschedule your public hearing.**

STATE OF NORTH CAROLINA  
COUNTY OF \_\_\_\_\_

(AFFIX SEAL HERE)

Sworn to and subscribed before me by the Affiant  
this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_



**CITY OF GREENSBORO  
PLANNING DEPARTMENT**



AFFIDAVIT OF COMPLIANCE EXHIBIT "A" - PAGE \_\_ OF \_\_

NAME OF OWNER: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

OWNER'S ADDRESS: \_\_\_\_\_

METHOD OF DELIVERY: \_\_\_\_\_

DATE OF DELIVERY: \_\_\_\_\_

NAME OF OWNER: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

OWNER'S ADDRESS: \_\_\_\_\_

METHOD OF DELIVERY: \_\_\_\_\_

DATE OF DELIVERY: \_\_\_\_\_

NAME OF OWNER: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

OWNER'S ADDRESS: \_\_\_\_\_

METHOD OF DELIVERY: \_\_\_\_\_

DATE OF DELIVERY: \_\_\_\_\_

NAME OF OWNER: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

OWNER'S ADDRESS: \_\_\_\_\_

METHOD OF DELIVERY: \_\_\_\_\_

DATE OF DELIVERY: \_\_\_\_\_



**CITY OF GREENSBORO  
PLANNING DEPARTMENT**



You may use as many additional pages of this Exhibit as necessary to list all notified owners.

**OWNER'S AFFIDAVIT**

I, THE UNDERSIGNED OWNER, DO HEREBY AFFIRM THAT I RECEIVED ACTUAL NOTICE OF THE ZONING MAP AMENDMENT AND A COPY OF THE NOTICE OF PUBLIC HEARING FOR ZONING CASE # Z - \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_ , SCHEDULED FOR A PUBLIC HEARING ON \_\_\_\_\_ CONCERNING MY PROPERTY.

PRINT NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY, STATE, ZIP CODE \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_

**NOTE: Failure to comply may result in the need to reschedule your public hearing.**

STATE OF NORTH CAROLINA  
COUNTY OF \_\_\_\_\_

(AFFIX SEAL HERE)

Sworn to and subscribed before me by the Affiant  
this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_